



*City of Seal  
Beach*  
211 8<sup>th</sup> St.  
*Seal Beach, CA*  
90740



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**RECREATION COORDINATOR**  
**(Part-Time)**  
**Open Until Filled**  
**SALARY: \$15.39 - \$18.71 per hour**

*This is a part-time, at-will, non-benefited position, however may become full time as of July 2015. Flexible work schedule up to 29 hours per week. This is an excellent opportunity for current university students majoring in recreation and leisure management.*

**POSITION:** Under the direction of the Community Services Coordinator, the selected individual assists the Community Services Department in planning, implementing, and promoting activities such as adult sports, and is an intricate part of the Community Services team. The Recreation Coordinator assists in planning, developing, organizing, supervising sports activities including the City's athletic fields, maintaining an annual calendar of community programs and special events; equipment and material needs for programs and activities and coordinates reservation of public facilities. The Recreation Coordinator also assists with class registration and sports programs; prepares news releases and brochures concerning department activities; analyzes trends in recreation programming, socio-economic issues, population, age, program requests and other factors for program planning; meets with community groups to promote recreation activities and special events; assists in office clerical tasks; and performs other duties as assigned.

**QUALIFICATION GUIDELINES:**

**Knowledge of:** Principles and practices of recreation and leisure services program administration; research and report writing techniques; computer software applications including Word, PowerPoint, Publisher, Excel, and specialized recreation class registration software applications such as RecTrac and WebTrac; marketing techniques; basic principles of employee supervision; records management practices; customer service techniques; office procedures.

**Ability to:** Plan, organize, coordinate, and promote a variety of community services programs and activities; develop creative ideas for increasing activities; demonstrate ideas to "create community" within the department; establish and maintain effective working relationships with staff, management, facility users, and the general public; follow oral and written instructions; communicate effectively, both orally and in writing; prepare clear, concise and complete records, reports, and correspondence; work nights, weekends, and some holidays.

**Education/Training/Experience:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. Two years of college education working towards a Bachelor's degree from an accredited college or university with emphasis in Public Administration, Recreation, or a closely related field is highly desirable. Two to three years of experience in facilitating recreational sports programs is preferred.

**SELECTION PROCEDURE:** Applications shall be obtained from the Human Resources Department, Seal Beach City Hall, 211 8<sup>th</sup> Street, Seal Beach, CA 90740 or by calling (562) 431-2527 x1301. Applications may also be downloaded from our website at [www.sealbeachca.gov](http://www.sealbeachca.gov). Completed applications must be submitted by mail or in person. Faxes, emails or postmarks will not be accepted. Appointment is subject to any or all of the following: pre-employment medical, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required.

**NOTE:** *The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.*